

**RULES AND REGULATIONS  
FOR LOCAL BOARDS OF CANVASSERS  
IN THE SUBMISSION OF INFORMATION  
REQUIRED TO MAINTAIN THE  
CENTRAL VOTER REGISTER**

**Promulgated by order of  
the Secretary of State,  
James R. Langevin**

**RULES AND REGULATIONS**  
**FOR LOCAL BOARDS OF CANVASSERS**  
**IN THE SUBMISSION OF INFORMATION**  
**REQUIRED TO MAINTAIN THE**  
**CENTRAL VOTER REGISTER**

*The Secretary of State has promulgated the within rules and regulations relative to the central voter register of all persons registered to vote in the several cities and towns of the State of Rhode Island. The rules adopted by the Secretary of State are established in accordance with Title 17, Chapter 6 of the Rhode Island General Laws of 1956, as amended.*

*Said rules and regulations are established in accordance with the Administrative Procedures Act (R.I.G.L. Section 42-35-1, et al.) and available for public inspection, submissions or requests at the Office of the Secretary of State, Documents and Records Division, State House, Providence, Rhode Island. In order to properly administer and to provide uniformity of the central voter register as mandated by Rhode Island law, each of the local canvassing authorities shall be required to submit information in accordance with the following:*

**1. REPORT DATES**

- a) **Quarterly reporting.** All of the information supplied to the Secretary of State in accordance with the provisions of Section 17-6-1.1 shall be provided on a quarterly basis and shall be submitted on or before the fifth (5<sup>th</sup>) day of the new quarter. Each quarterly report shall contain the current list of registered voters as updated by the local canvassing authority through the quarterly period preceding the reporting date.
- b) **Special reporting.** In calendar years in which a statewide election is to be held, the secretary of state or his designee may require the local boards to provide any and all of the information referenced herein on a specific date or on a more frequent schedule than set forth in paragraph 1 of these rules and regulations.

**2. REPORT CONTENT**

- a) **Format.** The information supplied by the local board shall be provided in electronic and written format as prescribed by the Secretary of State. The fields contained in the electronic format shall be sized and populated in accordance with the file structure set forth in subsection 2.c) of these rules and regulations. Each local board of canvassers shall provide this information to the Office of the Secretary of State in ASCII format, in either fixed length or comma delimited with a carriage return at the end of each record for either format. Fixed length is

the preferred format. The required medium is 3-1/2 inch floppy disk. The files may be compressed using a zip utility. Those communities sending their files in fixed length must be sure that they export data with field sizes that are equal to the maximum size as listed in the required file structure. Those communities sending their files in comma delimited format must be sure that they export data with field sizes that are not larger than the maximum size as listed in the required field structure and that quotes (“ ”) are used as text qualifiers.

- b) **Contents.** The report provided to the Secretary of State shall contain the information required by Section 17-9.1-6 of the Rhode Island General Laws of 1956, which will include all of the information contained in the file structure.
- c) **File Structure.** The following is a list of mandated fields and their maximum sizes.

<u>FIELD NAME</u>	<u>MAXIMUM SIZE</u>	<u>FIELD ORDER</u>
city/town code	2	1
local voter identification number	7	2
last name	25	3
first name	20	4
middle name	15	5
title	5	6
street number	6	7
street name	33	8
apartment number	9	9
city/town	17	10
zip	10	11
date of birth	10	12
phone	8	13
representative district	3	14
representative voting district	2	15
ward	2	16
ward district	2	17
senate district	2	18
congressional district	2	19
party affiliation	3	20
registration date	10	21
active/inactive status	1	22
control field	3	23

- d) **Fields to be included.** The exported file structure must contain all fields listed in the required file structure. If you do not have a particular field, you must create it

and then export it as a blank. Control field is for internal use by the Office of the Secretary of State and should be left blank.

- e) **Field layout.** Fields must be exported in the order of the required file structure as indicated by the field order listed above. Fields must consist of all capital letters.
- f) **Districts included.** The list of registered voters provided by the local authority to the Secretary of State shall reference the congressional district, state senatorial district, state representative district, and state representative voting district. In those municipalities where applicable, the list shall also reference the ward, council or ward district for each voter. With respect to the ward, for those towns using council districts, the field labeled “ward” should be used for your council information. “Ward district” should only be populated in those communities where their wards of councils are further identified by a ward or council district number.
- g) **Voting district references.** The information required with regard to voting districts is to be provided for each voter irrespective of any duplication of information in cities or towns which may have identical districting information for all or any of the voters referenced as set forth in file structure contained in these regulations. For example, the congressional district field must be populated with the appropriate district number for your community.
- h) **Addresses.** The address provided for each registered voter shall be certified and standardized by the United States Post Office in order to insure uniformity and enable the Secretary of State to effectuate the requirements of Section 17-9.1-27 of the Rhode Island General Laws of 1956, as amended.

### 3. **NON-COMPLIANCE**

- a) **Non-compliance by local authority.** Pursuant to federal law, i.e. The National Voter Registration Act of 1993 [Public Law 103-31, 42 U.S.C. 1973 gg et seq.) mandates that states shall conduct a general program that makes a reasonable effort to remove the names of ineligible voters from the official lists of eligible voters. Pursuant to state law, section 17-9.1-27, a periodic updating of voter registration records shall occur. Beginning in January, 1997 and in January of each fourth year thereafter, the Secretary of State shall update the central voter register using the United States Postal Service Change of Address (NCOA) Program. State law further provides that the Secretary of State may direct that such updating be performed by each local board. The failure of the local canvassing authority to comply with the regulations set forth herein or any subsequent rules established by the Secretary of State may result in the Office of

the Secretary of State directing the non-complying local authority to satisfy the requirements of Section 17-9.1-27 without the assistance of the Office of the Secretary of State with respect to processing their current voting list with the United States Postal Service National Change of Address (NCOA) Program.